

11 FEB 1975
20 FEB 1975

Approved For Release 2002/01/08 : CIA-RDP83B00823R000900070015-3

11 FEB 1975

GS REGISTRY**FILE 2/1**

MEMORANDUM FOR: Chief, Regulations Control Staff, DDA

SUBJECT : Proposed HN [REDACTED] Daytime Char Force Cleaning (Job 7422)

REFERENCE : Your routing sheet of 30 January 1975

1. Our views on the redraft are given below:

- a. The entrance of uncleared personnel into areas where classified documents are likely to be on every desk, and discussions of classified information may be in progress, is unquestionably a security hazard. People become accustomed to routine occurrences, such as the daily arrival of char force personnel, and are apt to become careless in complying with standard security precautions. It seems more likely that appropriate security precautions will be taken if they are specified than if the notice contains only a general statement of responsibility. If the precautions listed in the proposed addition to para. 2.a. are incorrect, we would agree to their correction, but we believe the inclusion of a statement similar to the one proposed would be helpful.
- b. The redraft does not include the proposed addition to para. 2.b., calling for supervisors to designate an employee(s) to escort char force personnel while in the area. We believe the designation of an escort is advisable, particularly in larger areas or those which consist of a number of rooms or cubicles. We would agree to a restatement such as the following: "Supervisors will designate a specific employee(s) to escort char force personnel while in the area unless the area is so small, e.g., a single room, that an escort is superfluous."
- c. The redraft would retain the two sentences at the end of para. 2.c. which have to do with temporarily vacated offices. One of them refers the employee to HHB [REDACTED] "for details concerning employee responsibility"

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for temporarily vacated offices." HHB [REDACTED] permits an employee to leave a room under the direct personal observation of an employee in an immediately adjacent room provided all doors except the one leading into the immediately adjacent room are locked or bolted. The notice seems therefore to imply that such action is adequate when char force personnel are in the area. Obviously it is not sufficient since there could well be classified documents in plain view of the char force personnel, even if they did not enter the vacated room. Apart from the fact that the reference to HHB [REDACTED] does not give clear guidance, we believe it is better to specify that supervisors are responsible for ensuring that a temporarily vacated room is secured.

STATINTL

2. We attach a redraft of the notice which includes the proposed changes but rearranges and modifies the provisions of the draft in some respects. If the redraft is not acceptable, we ask that, when the notice is forwarded for authentication, your transmittal include a statement of the changes proposed by this office, which have not been made.

STATINTL

[REDACTED]
Acting Chief, Career Management Group
Plans Staff, DDO

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DAYTIME CLEANING OF OFFICES

1. Daytime cleaning of Agency offices is undesirable for security reasons but has become necessary. Continuing security awareness by all personnel is therefore required. Although subject to security screening, GSA char force personnel are not cleared for access to classified information. Their Facility Access Approvals only permit access to Agency buildings.

2. To minimize the possibility of security compromise, the following procedures have been established:

- a. Char force personnel have been instructed to knock or otherwise announce their presence before entering a room and to remain outside the room until authorized to enter. (Specific schedules cannot be arranged because of day-to-day changes in the amount of cleaning required.) Failure to comply with this requirement is to be brought to the attention of the Chief, Logistics Services Division.
- b. Supervisors will establish a system for admitting and closely monitoring char force personnel while they are in the area under their jurisdiction, designating a specific employee(s) to escort them unless the area is so small, e.g., a single room, that an escort is superfluous.
- c. Supervisors will ensure that, before char force personnel are admitted, all employees are informed

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of their arrival; that all discussion of classified or controlled information is stopped and not resumed until after the char force personnel have left; that any telephone calls on the red, gray or green lines are terminated and no new calls are made or accepted while the char force personnel are present; that classified or controlled documents are covered or secured; that safe drawers are closed; that waste baskets are checked to be sure that no classified or controlled material has been mistakenly placed in them; that any temporarily vacated room is secured; and that any other appropriate security precautions are taken.

d. Employees should be especially alert when non-Agency personnel are in their area. They are responsible for the security of classified documents in their custody, and should assume responsibility for the security of documents in the custody of any employee who may be out of the office when the char force personnel arrive.

c. If security considerations prevent access by char force personnel, they should be requested to bypass the office and return later.

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ROUTING AND RECORD SHEET

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SUBJECT: (Optional)

STATINTL Proposed HN [REDACTED] Daytime Char Force Cleaning

FROM:			EXTENSION	NO.
Acting Chief, Regulations Control Branch		[REDACTED]		STATINTL
				DATE 30 January 1975
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. [REDACTED] 3C43 Hqs.				STATINTL Attached is a redraft of HN [REDACTED] Daytime Char Force Cleaning. The Office of Security has agreed to change paragraph 2a to require char force personnel to remain outside until authorized to enter. OS also has agreed to add in paragraph 2b that super- visors will inform employees of the presence of char force personnel and ensure that all appropriate security precautions are taken. The word "overriding" has been deleted from paragraph 2d.
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14.				
15.				

OS does not agree with the other
changes, especially the inclusion
of what essentially is a procedures
checklist in paragraph 2a. RCB
agrees with this position, especially
since the phrase "ensuring that
all appropriate security precautions
are taken" has been included in
paragraph 2b.Please let us know if you concur
in the notice as redrafted or if
you have further comments. May
we have your response by 12 February
1975?

STATINTL

STATINTL

SECURITY

HN

DAYTIME CHAR FORCE CLEANING

STATINTL

Reference: HNB [REDACTED]

1. Daytime cleaning of Agency buildings in the Metropolitan Washington area by the GSA char force requires increased security awareness by all personnel. For reasons of energy conservation, budget, and shortage of manpower for night work, daytime char force operations, while undesirable for security reasons, must be accepted and adjustments made. Although subject to security screening, GSA char force personnel are not cleared for access to classified information. Their Facility Access Approvals only permit access to Agency buildings.

2. To minimize the possibility of security compromise, the following procedures have been established:

a. Char force personnel have been instructed to knock or otherwise announce their presence before entering a room and to remain outside the room until authorized to enter. (Specific schedules cannot be arranged because of day-to-day changes in the amount of cleaning required.)

b. Supervisors will establish a system for admitting and closely monitoring char force personnel while they are in the area under their jurisdiction, for informing all employees of the presence of the char force personnel, and for ensuring that all appropriate security precautions are taken.

c. Employees should be especially alert when char force personnel are in their area and assume responsibility for protecting classified material. Special attention should be given to temporarily vacated offices. (Details concerning employee responsibility for temporarily vacated offices are contained in the referent handbook.)

d. If security considerations prevent access by char force personnel, they should be requested to bypass the office and return as time permits.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

22 JAN 1975

MEMORANDUM FOR: Chief, Regulations Control Staff, DDA

SUBJECT : Proposed HN [REDACTED] Daytime Char Force
Cleaning (Job 7422)

STATINTL

We propose changes such as those noted on the attached
copy of the draft notice.

STATINTL

[REDACTED]
Acting Chief, Career Management Group,
Plans, Staff, DDO

Attachment

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SECURITY

HN

DAYTIME CHAR FORCE CLEANING

STATINTL

~~Reference:~~ HHP [REDACTED]

1. Daytime cleaning of Agency buildings in the Metropolitan Washington area by the GSA char force requires increased security awareness by all personnel. For reasons of energy conservation, budget, and shortage of manpower for night work, daytime char force operations, while undesirable for security reasons, must be accepted and adjustments made. Although subject to security screening, GSA char force personnel are not cleared for access to classified information. Their Facility Access Approvals only permit access to Agency buildings.

2. To minimize the possibility of security compromise, the following procedures have been established:

and to remain outside the room until authorized to enter.

before

a. Char force personnel have been instructed to knock or otherwise announce their presence ~~when entering a room.~~ (Specific schedules cannot be arranged because of day-to-day changes in the amount of cleaning required.)

b. Supervisors will establish a system for admitting and closely monitoring char force personnel while they are in ~~their~~ area, under their jurisdiction, for informing all employees

c. Employees should be especially alert when char force personnel are in their area and assume responsibility for protecting classified material. ~~Special attention should be given to temporarily vacated offices. (Details concerning employee responsibility for temporarily vacated offices are contained in the referent handbook.)~~

d. If ~~overriding~~ security considerations prevent access by char force personnel, they should be requested to bypass the office and return as time permits.

It is important that this requirement be complied with so as to permit discussion of classified or controlled information to be stopped, telephone calls on the red, gray or green line to be terminated, classified or controlled documents to be covered or secured, safe drawers to be closed, waste baskets to be checked to be sure that no classified or controlled material has been mistakenly placed in them, temporarily vacated rooms to be secured, and any other appropriate security precautions to be taken, before the char force personnel enter the room. Any failure to comply with the requirement is to be brought to the attention of the Chief Logistics Officer.

of the presence of the char force personnel, and for ensuring that all appropriate security precautions are taken. They will designate a specific employee(s) to escort char force personnel while in the area.